

**STATE OF MINNESOTA
MINNESOTA SENTENCING GUIDELINES COMMISSION**

POSITION DESCRIPTION A

Employee's Name: Nathaniel J. Reitz

Position Control Number: 00131480

Agency/Division: Minn. Sentencing Guidelines Comm'n

Activity: Sentencing Policy/Analysis

Classification Title: Research Director, Sent Guid C

Working Title: Executive Director

Prepared By: Nathaniel J. Reitz

Appraisal Period: 1/1/15 to 12/31/15

EMPLOYEE'S SIGNATURE/DATE

SUPERVISOR'S SIGNATURE/DATE

(this position description accurately reflects my current job)

(this position description reflects the employee's current job)

POSITION PURPOSE

The Executive Director is responsible to assist the Minnesota Sentencing Guidelines Commission in fulfilling its statutory duties in Minn. Stat. § 244.09, and to direct research for the Commission. The Commission's duties include making recommendations to the Legislature regarding changes in criminal law, procedure, and sentencing; and serving as a clearing house, information center, and research agency in the areas of sentencing practices and other criminal justice policy matters.

REPORTABILITY

Reports to:

Chair, Minnesota Sentencing Guidelines Commission (MSGC)

Supervises:

2 – Senior Research Analysis Specialists; 1 – Research Analyst; 1 – Management Analyst 4; 1 – currently vacant position

DIMENSIONS

Budget: \$595,000 (Total agency budget, FY 2016)

Clientele:

Minnesota State legislators; district court judges; county attorneys and their assistants; public and private defense attorneys; academic institutions (nationwide); Federal & state criminal justice agencies; legislators & law enforcement officials (nationwide); criminal justice professional organizations, associations; defendants, crime victims, and citizens of the State of Minnesota

POSITION**DESCRIPTION B****EMPLOYEE'S NAME:** Nathaniel J. Reitz**PCN:** 00131480

Resp. No.	PRINCIPAL RESPONSIBILITIES, TASKS AND PERFORMANCE INDICATORS	Priority	% of Time	Discretion
1.	Direct and supervise the staff and operations of the agency in order to effectively utilize the agency's human and physical resources	A	20	A
A.	Supervise, direct, counsel, mentor, reward, and discipline the employees of the agency, as appropriate to effect the goals of the Commission			
B.	In consultation with the Chair, hire and fire the employees of the agency, as appropriate to effect the goals of the Commission			
C.	Abide by, and enforce within the agency, the Code of Conduct, the Code of Ethics for Employees in the Executive Branch, and the agency's affirmative action plan			
2.	Oversee the collection, preparation, analysis, and dissemination of information on state and local sentencing practices to allow policy-makers, practitioners, researchers, and the public to make informed decisions	A	30	A
A.	Direct the reception, validation, and coding of sentencing worksheets for every felony conviction statewide			
B.	Direct the reception of data regarding all EJJ dispositions statewide			
C.	Direct the reception, summary, and analysis of data from county attorneys regarding the outcomes of certain cases involving the possession or use of firearms			
D.	Direct and participate in the preparation of summary data reports on current sentencing practices and make them readily accessible on the MSGC web site			
E.	Direct the preparation of individual data reports on sentencing practices			
F.	Direct and participate in the production of estimates of the fiscal and racial impact of pending crime bills, ensuring the validity of the assumptions and methodology of each estimates			
G.	Serve as the "responsible authority" within the meaning of the Minnesota Data Practices Act.			
H.	Maximize IT resources for improved collection of sentencing and related data while complying with the State's cyber security policy			
3.	Manage agency's budget in order to faithfully steward public funds	A	5	A
A.	Manage, and allocate the resources of, the agency's budget			
B.	Prepare agency budget requests in a manner that permits the agency to fulfill its statutory mission while eliminating unnecessary cost to the public			
C.	Design, implement, maintain, and annually review and certify an effective internal control system within the agency that complies with Minnesota law			
D.	Execute contracts and sign purchasing documents as may be useful to effect the purposes and goals of the MSGC			
4.	Direct an ongoing research program on statutorily defined topics in order to allow the Commission and other policymakers to make informed decisions regarding the improvement of the criminal justice system	A	15	A
A.	Through individual research, professional reading, contacts with other agencies, attendance at seminars, conferences, etc., identify areas in which fruitful research could be conducted			
B.	Design methods of improving interagency data collection and sharing to permit fruitful research on statutorily defined topics			
C.	As resources permit, direct research on statutorily defined topics			

Resp. No.	PRINCIPAL RESPONSIBILITIES, TASKS AND PERFORMANCE INDICATORS	Priority	% of Time	Discretion
5.	Direct an ongoing education program to allow practitioners, policymakers, and the public consistently and accurately to apply and understand the operation of the Sentencing Guidelines	B	5	A
A.	Conduct and direct training for practitioners on the application of the Guidelines in a class-room, web-based, and one-on-one/as-needed training environments			
B.	Conduct training and give presentations on sentencing practices and Guidelines application to the Legislature, stakeholders, and other interested groups			
6.	Conduct outreach to stakeholder groups and criminal justice professionals, in consultation with the Chair, to effectuate the purposes of the Sentencing Guidelines	B	5	B
A.	Give presentations on the Commission's Guidelines modifications and legislative recommendations to the Legislature, stakeholders, and other interested groups			
B.	Serve as the Commission's liaison to the Legislature, legislative and executive staff, criminal justice stakeholder groups, sister agencies, and academic and research institutions			
C.	Represent the Commission on task forces as directed and/or invited, including the Criminal and Juvenile Justice Information Task Force			
7.	Assist the Chair in preparing meeting agendas, speakers, and materials so the Chair can effectively guide the Commission in conducting its statutory duties	A	10	B
A.	Engage in timely consultation with the Chair prior to Commission meetings (generally monthly) regarding agendas, speakers, and materials			
B.	Provide all logistical support necessary for the Commission's meetings and public hearings to be productive and successful			
8.	Provide the Commission with the research and support needed for conducting its statutory duties of studying, modifying and improving the Guidelines and making sound recommendations to the Legislature	A	10	B
A.	Provide to the Commission the results of ongoing research, sentencing trends, and emerging issues			
B.	Assist the Commission in developing its short-term and long-term plan for exploring potential Guidelines improvements and legislative modifications			
C.	Provide the results of specific research tailored to the Commission's areas of interest			

POSITION**DESCRIPTION C****EMPLOYEE'S NAME:** Nathaniel J. Reitz**PCN:** 00131480

NATURE AND SCOPE (relationships; knowledge, skills and abilities; problem solving and creativity; and freedom to act.)

RELATIONSHIPS The Director will work closely with Commission members to provide them with information, recommendations and all administrative support services required. He/she will also have direct contact with members of the Legislature and will present the recommendations/reports of the Commission as well as proposed legislation. Close contact will be maintained with professionals in the field of criminal justice and the academic community on a nationwide basis so as to exchange information and expertise on sentencing practices and the impact of the sentencing guidelines.

The Director will also be responsible for identifying grant sources and applying for grants as appropriate for continuing the work of the Commission. Such contacts may include national and local foundations and agencies, as well as any federal agencies. He/she will be expected to work closely with members of the state Judicial Branch, the County Attorneys Association, and the Board of Public Defense to obtain input into the effectiveness of the Sentencing Guidelines. Contacts will also be maintained with research organizations/universities at the state and national levels. Major methods of communication are oral presentations of recommendations and findings, written reports, and conferences or consultations with a wide range of groups and individuals.

KNOWLEDGE, SKILLS AND ABILITIES: The Director must have the administrative skills needed to plan and direct the activities of Commission staff. He/she will have direct supervisory responsibility for that staff and will coordinate all work activities and assignments. He/she will also be responsible for the budget and will require some experience in administration of funds.

Since the Director will interact with a wide range of groups and individuals, he/she needs a high level of communication skills, both oral and written. He/she will present recommendations to the Commission and the legislature and must be able to express ideas effectively.

The Director will also use these skills in making presentations to criminal justice professional organizations and members of the academic community, both locally and nationwide. The Director, therefore, must have knowledge of the criminal justice system, the roles of the various parts of that system and their relationship to each other, and an awareness of future trends.

The Director is responsible for a major, highly complex research program, and needs considerable experience in planning program development, research and evaluation in the criminal justice or human services area. He/she should have a degree in law, political science, criminal justice, or a closely related field.

PROBLEM SOLVING AND CREATIVITY: The Director will be responsible for coordination of all activities necessary to maintain the sentencing guidelines. As he/she will be the major spokesperson for the Commission, it is necessary to establish a network of relationships with criminal justice expertise. It will be necessary to gain input from a wide variety of sources including correctional institution directors, community corrections administrators, judges, attorneys, academia involved in research, and the legislature. As this position is highly visible and sensitive, the Director must relate effectively with this wide range of interested parties, both to obtain their input and provide the Commission with such input.

FREEDOM TO ACT: The Director reports directly to the Chair, and indirectly to the members, of the Minnesota Sentencing Guidelines Commission, and provides professional and technical guidance to the Commission. The director is accountable for the agency budget to the budget divisions of the legislative committees charged with oversight of the agency. In this role, the Director has considerable freedom to act. Supervision may be general, consisting mainly of policy direction, although the Chair or Commission may opt for a more direct supervisory role. Beyond the Commission's oversight, external controls consist primarily of legislation governing the actions of the Minnesota Sentencing Guidelines Commission and the continuing effectiveness of the Sentencing Guidelines.